



Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

# Request for Applications

## RFA Instructions, RFA Specification, and Terms & Conditions

---

### Program

Technical Assistance Provider: Centers of Excellence for Labor Market Research (CoE) **(South-Central Coast Region Only)**

### RFA Specification Number

16-204

### Funding Fiscal Years

2016-2017

### Total Funds Available

Up to \$200,000

### Funding Source

Senate Bill 1402 (Lieu) California Community Colleges  
Economic and Workforce Development Program

**RFA Release Date: April 29, 2016**

### Application Deadline

Applications must be received electronically to the Chancellor's Office by  
**May 27, 2016 at 5:00 pm** to [mroberts@cccco.edu](mailto:mroberts@cccco.edu) with the subject line reading:  
**2016-2017 TAP\_Name of the College-District**

### Questions Deadline

Written questions concerning the specifications in this Request for  
Applications must be submitted by **May 6, 2016 at 5:00 p.m.** via e-mail to  
[mroberts@cccco.edu](mailto:mroberts@cccco.edu)

**Bidder's Conference: Tuesday, May 3, 2016, 9:00 a.m.**

---

## Table of Contents

### Instructions

This section MUST be followed in developing the applications and implementing the projects.

<b>RFA Instructions</b>	<b>Page</b>
A. <b>Introduction</b> .....	3
B. <b>Program Overview</b> .....	3
C. <b>Objectives</b> .....	5
D. <b>Funding and Performance Period</b> .....	6
E. <b>Eligibility</b> .....	6
F. <b>RFA Clarification</b> .....	6
G. <b>Bidder's Workshop</b> .....	7
H. <b>Scoring</b> .....	7
I. <b>Application Format and Instructions</b> .....	7
J. <b>Application Submission Procedures</b> .....	14
K. <b>Rejection of Application</b> .....	14
L. <b>Calendar of Key/Reporting Dates</b> .....	16
<b>RFA Specification</b>	
<b>Reporting Requirements</b> .....	17
<b>Reference Materials</b> .....	20
<b>Terms and Conditions</b> .....	21

[Click here to access all application materials listed below:](#)

#### **Appendix A**

Grant Agreement

Article I: Program-Specific Legal Terms and Conditions

Article II: Standard Legal Terms and Conditions

#### **Appendix B**

Application Forms (Excel Spreadsheet)

Job Description for CoE Director

#### **Appendix C**

Guidelines, Definitions and Allowable Expenditures

#### **Appendix D**

Common Metrics and Accountability Measures

## Chancellor's Office, California Community Colleges

### RFA Instructions

#### A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the California Community Colleges Chancellor's Office (CCCCO).

Applications must be submitted using the format and sequence described in these Instructions and address the Request for Applications (RFA) Specification for the project for which funding is sought.

#### B. Program Overview

##### **SB 1402 California Economic and Workforce Development (EWD) Program**

SB 1402, the Economic and Workforce Development Program approved by the legislature in September 2012, describes an Industry-Driven Regional Collaborative (IDRC) as participants of regional networks across programs and sectors, to meet the needs and fill gaps in services that respond to regional business, employee, and labor needs. The use of industry-driven regional collaboration shall provide a stable and flexible response mechanism for the identification of training priorities and to focus resources on intensive projects for competitive and new and emerging industry sector technologies. It is through the EWD Program short-term funding incentives that IDRCs stimulate the California Community College system to become market responsive, assist incumbent workers to become more competitive in their region's labor market, increase competency, and identify vital career pathways to economic self-sufficiency, a living wage, and lifelong access to good-paying jobs. Funding shall not be limited per project, but shall be based on the merit and reasonable cost for the anticipated outcomes and performance of the project.

##### **Doing What MATTERS for Jobs and the Economy framework**

Integral to Doing What MATTERS for Jobs and the Economy (DWM), and the Economic and Workforce Development Program (EWD), the Centers of Excellence for Labor Market Research (CoEs) serve as a labor market and data resource for education and industry stakeholders. CoEs provide regional labor market research and connect business and industry with community colleges and workforce and economic development professionals to advance the workforce mission. As part of Doing What Matters for Jobs and Economy (DWM) framework, this vacancy will inform the South-Central regional college consortia as well as sector-based initiatives in planned efforts to close the skills gap. Additionally, CoEs will provide data support for the regions and sectors to align labor market workforce demands with training capacities at the colleges, within the region, and across the state along industry specific sectors.

This grant will fund (1) CoE vacancy for the South-Central Coast region. CoEs provide expertise in labor market data and information as well as decision-support. All CoEs work together as a network to provide technical assistance to colleges, regional consortia, industry sector navigator other economic and workforce development partners, and the Chancellor's Office. It is the intent of the CCCCO Division for Workforce and Economic Development, wherever possible, to target funds against three thematic areas in support of this framework: regions, sectors, and technical assistance.

## **Background and Need**

### ***Framework: Doing What MATTERS for Jobs and the Economy & Strong Workforce Task Force***

The goals of the Doing What MATTERS for Jobs and the Economy (DWM) framework are as follows: to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and get Californians into open jobs. Key activities under this framework include: a focus on regional priority/emergent sectors and industry clusters (to be referred to simply as "sectors"; take effective practices to scale; integrate and leverage programming between funding streams; promote common metrics for student success; remove structure barriers to execution.

It is the intent of the Division of Workforce & Economic Development, wherever possible, to target the investment of incentive funds against three thematic areas in support of the Doing What MATTERS for Jobs and Economy framework: regions, sectors, and technical assistance. Rather than approaching each funding stream in a silo, which has been the historical practice, the Doing What MATTERS for Jobs and Economy framework proposes that these funds be leveraged to target incentive investments at priority and emergent sectors of importance to California's economic regions, and to provide technical assistance to the field in these areas. On its own, no one funding stream is sufficient. In combination, the system can better support and enable the field to act on Doing What MATTERS for Jobs and the Economy. The Doing What MATTERS for Jobs and the Economy framework has begun incorporating the Strong Workforce Recommendations adopted by the Board of Governors.

In November 2015, the Board of Governors adopted the 25 Strong Workforce recommendations from the Task Force on Workforce, Job Creation and a Strong Economy. Specific to this RFA are the following Strong Workforce recommendations:

### **Workforce Recommendations on Data and Outcomes**

Colleges need robust metrics and outcome data in order to continuously improve pathways within career technical education, identify which programs employers' value, and align their program and course offerings to local and regional labor market needs. The Strong Workforce Task Force recommends building on current community college initiatives measuring student progress to align

common metrics among all workforce programs; to increase the ability of governmental entities to share employment, licensing, certification, and wage outcome information; and to improve the quality and accessibility of student outcome and labor market data. Task Force Recommendations:

1. Create common workforce metrics for all state-funded CTE programs and expand the definition of student success to better reflect the wide array of CTE outcomes of community college students.
2. Establish a student identifier for high school students and those enrolled in postsecondary education and training programs to enable California to track workforce progress and outcomes for students across institutions and programs.
3. Improve the quality, accessibility and utility of student outcome and labor market data to support students, educators, colleges, regions, employers, local workforce investment boards, and the state in CTE program development and improvement efforts.

### C. Objectives

The following objectives apply to the **CoE Project Director** position:  
Describe how you will address the following objectives of this grant:

- In collaboration with the network of CoEs and the network's lead representative, CCCCO, Statewide Sector Navigators and Deputy Sector Navigators, Regional Consortia Chairs, community colleges, Employment Development Department's Labor Market Information Division, the California Workforce Investment Board and local WIBs, employers, and other workforce and labor market entities, identify regional and sectoral labor market demand signals, community college training capacity information, and the gap thereof.
- Engage in local, regional, and/or statewide workforce discussions on the action planning to close the gap.
- Provide technical expertise in the review of labor market information to support applications for new programs or grants, and data tools.
- Provide consultation and technical assistance to community colleges or districts on the use of labor market tools and vendors.
- Conduct studies on priority and emergent sectors for the state and/or the seven macro- and sixteen micro-regions
- Continuously maintain accurate procedures on the storage and usage of the data sources and collaterals of value to community colleges, districts and CCCCO. Also, maintain a directory of the network of partners developed as a result of this grant.

## D. Funding and Performance Period

The funding for (1) CoE vacancy in the South-Central Coast region is available through the EWD Program (Ed. Code Section 88600 et. seq.).

- Up to one (1) CoE in Labor Market Research to serve the remaining macro-regions of A, C, D, E and F at \$148,500 each. See descriptions of macro-regions at <http://doingwhatmatters.cccco.edu/PromoteStudentSuccess/RFAProcess.aspx>.

16-204	Technical Assistance Provider CoE, Region D: South-Central Coast	\$200,000
--------	--	-----------

The 2016-17 Technical Assistance Provider CoE for Region D: South-Central Coast grant awards will be funded through the SB 1402 EWD Program. The performance period for the 2016-2017 applications is from July 1, 2016, through June 30, 2017. All performance under this allocation shall be completed by June 30, 2017.

The grant may be renewed for a second year contingent on successful completion of required outcomes and availability of funding.

The EWD Program requires an assessment of the past performance of a grantee, including whether the grantee's previous awards produced project deliverables specified in the grant applications. Chancellor's Office reserves the right to rebid those projects that are on the bottom quartile (25%) of performers.

The Chancellor's Office reserves the right to adjust awards based upon the availability of funds. The Chancellor's Office reserves the right to fund applications at a lesser amount if it is determined that the application can be implemented with less funding or if state funding is not sufficient to fully fund.

## E. Eligibility

Only California Community College districts are eligible to apply. One district designated as fiscal agent may apply on behalf of a consortia of colleges.

If an application does not gain the minimum score of 75 points to meet the performance and viability standards, it will not be funded. The RFA may be redistributed for competitive bid.

## F. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. The

Chancellor's Office will give such notice to other interested parties, but the Chancellor's Office shall not be responsible for failure to do so.

Contact person for these Instructions and/or RFA Specification is:

Matthew Roberts – [mroberts@cccco.edu](mailto:mroberts@cccco.edu)

The burden to verify receipt of application is on the applicant, not the Chancellor's Office.

### G. Bidder's Workshop Webinar

A Bidder's Workshop Webinar will be held at the Chancellor's Office on Tuesday, May 3, 2016 at 9:00 a.m. Participation instructions are included in the 2016-17 Technical Assistance Provider CoE Announcement Memo. Failure to attend the Bidder's Conference will not preclude the submission of an application.

### H. Scoring

Grant applications are scored by reader panels based on a 100-point scale as indicated in the chart provided below.

**NOTE:** A minimum averaged score of 75 must be obtained by the reader panel in order to be considered for funding. Not all applications scoring over 75 will receive an award.

		<b>Maximum points</b>
Section 1	Need	10
Section 2	Response to Need	25
Section 3	Annual Workplan	20
Section 4	Application Budget Summary/ Application Budget Detail Sheet/Match	10
Section 5	Project Management	20
Section 6	Dissemination	5
Section 7	Overall Feasibility of the Project	10
	<b>Total Points</b>	<b>100</b>

### I. Application Format and Instructions

The following instructions prescribe the format and sequence for the development and presentation of the application. In order to receive the highest possible score and to prevent disqualification, the application instructions must be followed, all questions must be answered, and all requested data must be supplied.

**All required narratives** must have a format set for 8.5"x 11" paper with margins of 1" Arial font and 12-point type. A maximum of **10 narrative pages total** will be allowed per application. In other words, the total number of narrative pages will be counted as all inclusive.

This count does **not** include the CEO letter, table of contents, contact page, annual workplan or budget documents, Letter of Interest, or letters of support.

## 1. Required Application Content

All forms to be used in the completion of this RFA can be accessed in an Excel Workbook located in **Appendix B, Application forms** located at:  
<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx>

**NOTE:** For Appendix B, an Excel software version of 2010 or later is needed when completing the workbook application since an older version does not allow for the drop down menus.

The Excel workbook **must be used** when submitting an application and has been designed in order to save the applicant time in filling out redundant information. The workbook contains formulas that will also prevent errors in allocation amount, indirect costs, etc.

This Excel workbook contains the following:

- Contact Page
- Annual Workplan
- Application Budget Summary
- Application Budget Detail Sheet

Under no circumstance may the language on these forms be altered. Any application using altered language on the forms will be disqualified.

**Note:** The Chancellor's Office may require applicants selected for award to revise their workbook or other aspects of the application prior to funding the grant.

## 2. Application Forms

Narrative sections such as the cover letter, abstract, need, response to need, the management section and intent-to-participate letters are not part of the workbook.

The following instructions prescribe order for the development and presentation of the application for both the workbook and the narrative sections of the application. In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application **must** follow the order prescribed below, all questions must be answered and all requested data must be supplied.

Applicants are expected to follow these instructions while using the RFA Specification and the forms provided in **Appendix B**.



## **Cover Letter**

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission stating that the Community College District is willing to be fiscal agent and is submitting the application for Chancellor's Office review.

## **Face Sheet**

The completed application will be submitted electronically therefore no face sheet will be required for submission of the application. If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

## **Excel Workbook**

An Excel workbook (Appendix B) contains the contact page, budget forms and annual work plan. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

- The community college district that is applying (click twice on the community college text box and choose the community college district from the provided drop down menu).
- After filling in the "Do First" tab, the District, and budget allocation will auto fill within the contact page, application budget summary, application budget detail sheet and annual workplan. The contact page tab must be filled in second. After filling in the contact page, the Project Director and the Chief Business Officer name and title will auto fill within the application budget summary. These auto fill features prevent incorrect and/or inconsistent information within the application.

## **Application Abstract**

*(Narrative – Limited to one page, 1" margins, single- or double-spaced, 12 pt. Arial font)*

The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA specifications, and deliverables (products/services/outcomes).

## **Table of Contents**

The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

**Need****Maximum Points 10**

(Narrative – Limited to three pages, 1” margins, single- or double-spaced, 12 pt. Arial font)

The need section is a narrative that concisely describes the need for the project(s) as defined by the questions listed in the Needs section of the RFA Specification. In addition, applicant should reference source(s) for substantiation of the need statement.

**Response to Need****Maximum Points 25**

**(Narrative – Limited to five pages, 1” margins, single- or double-spaced, 12 pt. Arial font)**

This section is a narrative that at a minimum responds to all the questions listed in the Response to Need section in the RFA Specification.

The Director will oversee and provide strategic direction to the implementation of the Center of Excellence (COE) activities for the South Central Coastal Region. The responsibilities of the position include: development and implementation of the work plan objectives; management of workforce research studies, conducting comprehensive gap analysis studies on emerging and priority sectors in the region, technical assistance to the regional consortia of community colleges; industry partnership development; monitoring and managing grant budgets; new business development; contract management; oversight for grant compliance; and generation of reports and grant proposals.

**Annual Workplan****Maximum Points 20****a. Objectives**

Objectives should be based on the scope of the proposed project while remaining consistent with the Objectives of the RFA Specification.

List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth.

Additional copies of the form will be needed to address all of the project objectives. NOTE: While each object must be on its own form that does not preclude a single objective having activities that cover more than one page.

**b. Metric Number(s)**

**A minimum of three Momentum Points/Leading Indicators are required.** Identify which of the CCCCO-provided Common Metrics & Accountability Measure(s) (see *Appendix D*) this objective affects and place the corresponding number(s) in the appropriate box under **Objectives** on the form.

**c. Activities**

Project activities are the basic steps that need to be taken to implement the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual workplan for each objective.

**d. Timelines**

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities will be completed. NOTE: As closely as possible, determine starting and ending month of each activity. It is not acceptable to make all activities year-long or to state “ongoing.”

**e. Responsible Persons**

Identify, by position, individual(s) responsible for completing activities.

**f. Performance Outcomes**

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Annual Workplan.

**Application Budget Summary/  
Application Budget Detail Sheet**

**Maximum Points 10**

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix C – Guidelines, Definitions and Allowable Expenditures has been developed. Please review these guidelines before completing your application budget summary and application budget detail sheet.

**a. Completion of Application Budget Detail Sheet/  
Application Budget Summary**

The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

*Application Budget Detail Sheet.* The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto fills and adds the application budget summary.

The application budget detail sheet is found within an Excel workbook in Appendix B. The budget detail sheet is filled in after completing the “Do First and Contact Sheet” tabs within the workbook because these sheets

will auto fill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

*Application Budget Summary:* After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding four originals in an ink color other than black will be requested in hard copy).

When entering dollar amounts, round off to the nearest dollar, DO NOT INCLUDE CENTS.

**b. Indirect Administrative Costs**

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

**c. Travel**

For Travel (Object 5000), District travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form found here:

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/OutOfStateTravel.aspx>.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

**d. Match**

**NOTE:** There is a 1:2 fund match required for this project, and is represented as 50% on the budget forms.

## **Project Management Plan**

**Maximum Points 20**

*(Narrative – Limited to five pages, 1” margins, single- or double-spaced, 12 pt. Arial font)*

See the RFA Specification for a complete description of management plan requirements. At a minimum, the management plan requires a narrative consisting of a response to questions and an organizational chart. The organizational chart does not count against the five-page narrative limit.

### **a. Management Narrative**

- 1) Grant Project Directors are required to collect accountability information and report it quarterly in the Economic and Workforce Development Division’s Year-To-Date Expenditure and Reporting System and in the LaunchBoard. Common Metrics and Accountability Measures (Appendix D). This data is the basis of this reporting and is utilized for program accountability. Discuss your readiness to undertake that responsibility.
- 2) Identify whether the district submitting the grant application has previously received an SB 1402 EWD grant.
- 3) Discuss the extent to which your project director has reviewed the onboarding items 1.0-1.4 found in the first column of <http://doingwhatmatters.cccco.edu/ForWEDDGrantees.aspx>; attended the CCCAOE Leadership Academy Program; attended an Academic Senate for California Community Colleges (ASCCC) CTE curriculum approval workshop.

## **Dissemination**

**Maximum Points 5**

*(Narrative – Limited to one page, 1” margins, single- or double-spaced, 12 pt. Arial font)*

Describe how the project accountant will distribute grant materials or products to all individuals and organizations. This narrative must not exceed one page. Describe how the fiscal agent will communicate with Chancellor’s Office representatives and subcontractors/payees regarding the status of payments, fiscal requirements, barriers to payment, and any other grant-related information.

## **Overall Feasibility of the Project**

**Maximum Points 10**

The reviewers have an opportunity to consider whether the project is realistically capable of attaining the required and proposed outcomes. Reviewers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal. The intent is to judge the cohesiveness and viability of the project.

## J. Application Submission Procedures

The application must be received in a single PDF document in the order specified above. It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan the completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

1. Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:
  - a. The cover letter must be signed by the district's Chief Executive Officer or authorized designee;
  - b. Application Budget Summary must be signed by the district's Chief Business Officer (or authorized designee) and the Project Director;
  - c. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed with the subject line reading: **2016-2017 COE RFA to mroberts@cccco.edu by 5:00 P.M. on Friday, May 27, 2016.** Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to: Abigail Singleton via e-mail at [asingleton@cccco.edu](mailto:asingleton@cccco.edu).
  - d. The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is 10 mb. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

**NOTE:** Within two business days after receiving an application via e-mail the Chancellor's Office will send an e-mail receipt. If after this timeframe the applicant does not receive a confirmation receipt, they should contact Abigail Singleton at the e-mail address above within 2 business days to inquire into the receipt of their application. The Chancellor's Office does not take responsibility for applications that it does acknowledge receipt and deems those applicants to have missed the deadline.

## K. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received.

A grant application shall be rejected prior to scoring if:

1. It is not received at the Chancellor's Office via electronic submittal later than **5:00 p.m. on Friday, May 27, 2016** or sent to the wrong e-mail address.
2. The RFA Specification Number is not correct on all the documents.
3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated as detailed in the RFA Specification.

4. The Annual Workplan and/or Application Budget Detail Sheets do not show attendance at regional consortia meetings.
5. It does not include all the following required application components submitted in a single PDF e-mail:
  - a. Dollar for Dollar (1:2) match from employers
  - b. A cover letter signed by the CEO or designee of the Community College District
  - c. Contact Page
  - d. Application Abstract (*narrative limited to 1 page*)
  - e. Table of Contents
  - f. Need
  - g. Response to Need
  - h. Annual Workplan
  - i. Application Budget Summary  
(*Project Director's signature*)  
(*Chief Business Officer's/Designee's signature*)
  - j. Application Budget Detail Sheet
  - k. Out-of-State Travel Form(s) (if out-of-state travel is requested)
  - l. Project Management

NOTE: Applications may also be rejected prior to scoring if the submission package contains facsimiles of forms and/or has changed language on those forms, or if narrative section exceeds the maximum page limit specified.

## Calendar of Key/Reporting Dates

### **Key Dates**

April 29, 2016	RFA Released/Posted
May 3, 2016	Bidder's Conference 9:00 a.m.
May 6, 2016	All Clarifying Questions Due
May 27, 2016	Deadline for Submitting Application
June 6, 2016	Notification of Intent to Award
June 20, 2016	Appeal Deadline
July 18, 2016	Board of Governors Approval (grants over \$100,000)
July 19, 2016	Grant Commencement
June 30, 2017	Grant End Date

### **Reporting Dates**

October 25, 2016	1 <sup>st</sup> Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2017	2 <sup>nd</sup> Quarter Year-to-Date Expenditures and Progress Report due
April 25, 2017	3 <sup>rd</sup> Quarter Year-to-Date Expenditure and Progress Report due
June 30, 2017	Final Claim of Expenditures and Final Report Due



## Chancellor's Office, California Community Colleges

### RFA Specification

<b>RFA Specification No.:</b>	16-204
<b>RFA Title:</b>	Technical Assistance Provider: Centers of Excellence for Labor Market Research (CoE) <b>(South-Central Coast Region Only)</b>
<b>Funding Source:</b>	Career Technical Education Pathways (SB 1402 – Economic and Workforce Development Program)
<b>Funding Period:</b>	July 19, 2016, through June 30, 2017
<b>Total Funds Available:</b>	Up to \$200,000
<b>Number of Awards:</b>	1 Award
<b>Match:</b>	A match ratio of 1:2 is required – 50%

---

### Closing the Workforce Talent Gap

#### *Workforce data customized for community colleges*

The California Community Colleges Economic and Workforce Development (EWD) program is the statewide network for the delivery of education and training services to businesses, workers, and jobseekers in key growth industries and new technologies.

One of EWD's ten regionally based sectoral initiatives, the Centers of Excellence support the community colleges by providing customized data on high growth, emerging, and economically-critical industries and occupations and their related workforce needs. These seven Centers, located strategically to study the regional economies of California, produce industry-validated environmental scan reports designed to enable community colleges to remain relevant and responsive in their offerings.

#### The Centers of Excellence

*Inform* – through real-time regional and local labor market research and data validated by industry partners

*Connect* – business and industry with community colleges, and workforce and economic development professionals who are committed to developing an outstanding workforce

*Advance* – the economic and workforce development mission of California’s community colleges in partnering with employers and preparing the workforce to succeed in the future

## **A. NEED**

The need section of the RFA requires a narrative that concisely describes the need for the project(s) as defined by the questions listed in the Needs section of the RFA Specification. In addition, the applicant should reference source(s) for substantiation of the need statement. Applicants should address the following:

The South Central Coast region has need for a full-time Director with the Center for Excellence, who serve the state’s community colleges by providing data and research support for labor market analysis, demand and supply information, program development tools, environmental scans, and customized reports that inform the board and community of local colleges. This RFA seeks to identify a regional fiscal agent to house the technical assistance provider.

Technical Assistance Providers or TAPs are retained by the Chancellor’s Office to provide expertise and technical assistance to the field. Consist of Chancellor’s Office staff and other experts within or identified by the system on topics identified through the Extended Operations Team as important to the execution of the Doing What MATTERS for Jobs and Economy framework. The Centers of Excellence provide valuable information and resources to inform the work of colleges and the state economy.

The Director with the Centers for Excellence enables Regional Consortia, individual colleges, Sector Navigators, Deputy Sector Navigators, sector partnerships and Collaborative Communities of Practice to more effectively carry out their roles by providing expert consultation and services in such areas as labor market research or LaunchBoard data collection.

Lastly, select Technical Assistance Providers serve as Key Talent for the system and have a seat on the Chancellor’s Office Extended Operations Team. Has shared responsibility for moving the needle on Common Metrics and Accountability Measures. The Director with Centers for Excellence shares responsibility for moving the accountability needle.

## **RESPONSE TO NEED**

This section is used to describe your approach to addressing the need, including key procedures/activities below to ensure successful deployment of the Director. Based on the identified barriers/needs and opportunities, this section must present a plan that will achieve the grant objectives in accordance with the procedures/activities listed below.

This RFA seeks to fill the vacancy for a Director with the Centers for Excellence in the South Central Coast region.

### **A. Objectives**

The objective(s) of these funds:

The minimum required activities of the fiscal agent to achieve the objectives include hiring a Director with the Center for Excellence, a technical assistance provider. The fiscal agent shall

under the direction and approval of the Chancellor's Office:

The following objectives apply to the **CoE Project Director** position. Describe how you will address the following objectives of this grant:

1. In collaboration with the network of CoEs and the network's lead representative, CCCCCO, Statewide Sector Navigators and Deputy Sector Navigators, Regional Consortia Chairs, community colleges, Employment Development Department's Labor Market Information Division, the California Workforce Investment Board and local WIBs, employers, and other workforce and labor market entities, identify regional and sectoral labor market demand signals, community college training capacity information, and the gap thereof.
2. Engage in local, regional, and/or statewide workforce discussions on the action planning to close the gap.
3. Provide technical expertise in the review of labor market information to support applications for new programs or grants, and data tools.
4. Provide consultation and technical assistance to community colleges or districts on the use of labor market tools and vendors.
5. Conduct studies on priority and emergent sectors for the state and/or the seven macro- and sixteen micro-regions
6. Continuously maintain accurate procedures on the storage and usage of the data sources and collaterals of value to community colleges, districts and CCCCCO. Also, maintain a directory of the network of partners developed as a result of this grant.

### **Procedures/Activities**

Once the fiscal agent is identified the primary activity is the hiring of a Director for the Centers or Excellence to serve the South Central Coast region as a Technical Assistance Provider TAP on behalf of the Community Colleges Chancellor Office. The fiscal agent should oversee the workplan of the Director and ensure that deliverables are met, and this can begin with a project management plan to outline the process and protocols to successfully deploy the new candidate.

The fiscal agent should fully screen the qualifications of any candidate(s) using the Roles and Responsibilities job description in Appendix B. A professional and confidential search should be conducted and the most qualified candidate be recommended for hiring. The new Director will become part of the talented network of six other regional and one state-wide Director(s).

### **B. PROJECT MANAGEMENT PLAN**

A complete description of the management plan requirement is listed below. At a minimum the management plan requires a narrative consisting of a response to questions and an organizational chart.

Management is an important part of the success of any project. It is therefore necessary that the following be included as part of the management plan within the application:

### **A. Management Narrative**

1. Describe how the District will staff the grant to (a) ensure responsiveness to CCCCO, coordinating partners, and the field; and (b) ensure that subcontracts and subgrants are executed and funded in a timely manner.
2. Describe the District/College's process for rapid deployment of the new Director.
3. Describe the District's process for executing and payment of mini-grants and subcontracts and the average time it takes to process a subcontractor's invoice for payment. Please include any quality assurance functions that the District takes to ensure efficient and accurate transactions.
4. Describe the District's process for administering employment contracts and performance accountability.

### **B. Management (Misc.)**

*(The following does not count as part of the narrative page count.)*

1. Provide an organizational chart for operating the project.

### **C. REPORTING REQUIREMENTS**

#### ***Year-to-Date Expenditures and Progress Report***

Each allocation recipient is required to submit quarterly Year-to-Date Expenditure and Progress Reports via an online reporting system (see Calendar of Key Dates, Section J or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor's Office allows for liberal budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

### **D. REFERENCE MATERIALS**

#### **Appendix A**

Article I: Program-Specific Legal Terms and Conditions

Article II: Standard Legal Terms and Conditions

#### **Appendix B**

Application Forms (Excel Spreadsheet)

Roles and Responsibilities for Lead – Community-of-Practice (TAP) Technical Assistance Provider

#### **Appendix C**

Guidelines, Definitions and Allowable Expenditures

The Chancellor's Office Doing What Matters for Jobs & the Economy website contains a variety of documents and input from the field used to design RFAs. These documents may be found at: <http://doingwhatmatters.cccco.edu/WEDDGrants/RFAGrants.aspx>.

SB 1402 bill text:

[http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb\\_1401-1450/sb\\_1402\\_bill\\_20120917\\_chaptered.html](http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1401-1450/sb_1402_bill_20120917_chaptered.html)

Perkins IV:

<http://www.gpo.gov/fdsys/pkg/BILLS-109s250enr/pdf/BILLS-109s250enr.pdf>

SB 1070: [http://www.leginfo.ca.gov/cgi-bin/postquery?bill\\_number=sb\\_1070&sess=1112&house=B&author=steinberg](http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=sb_1070&sess=1112&house=B&author=steinberg)

SB 858:

[http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb\\_0851-0900/sb\\_858\\_bill\\_20140620\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0851-0900/sb_858_bill_20140620_chaptered.pdf)

## **E. TERMS AND CONDITIONS**

The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions, as set forth in the RFA Instructions are incorporated into this grant by reference